

Cristi L. Wolfe
City Clerk-Treasurer
City Hall Annex - 520 Main Street
Mount Vernon, Indiana 47620-1846

PLEASE READ CAREFULLY BEFORE FILLING OUT REQUEST

The Access to Public Records Act (Act) was enacted to permit the citizens of Indiana broad and easy access to public documents. The citizens of Indiana have the right to obtain information relating to their government and to more fully participate in the governmental process.

The act permits the public access to public records during the regular business hours of the particular public agency from which the records are sought. Once the City responds that there are disclosable public records that will be provided to comply with a request, the compilation and copying of any such documents may not unreasonable interfere with the other business of that agency.

If a requestor is physically present in the office of the public agency (City) or makes a request by telephone or requests enhanced access to a document, **THE CITY MUST RESPOND TO THE REQUEST WITHIN 24 HOURS** after any employee of the City receives the request. If a requestor is mailed or sent by fax, a City employee must respond within 7 calendar days of the receipt of that request. **THE ACT REQUIRES ONLY A RESPONSE, AND NOT THE ACTUAL PRODUCTION OF RECORDS, WITHIN A SPECIFIED TIME PERIOD.**

If the City knows some of the records you requested are exempt, the City should tell you why the agency will deny the record.

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REQUESTING ACCESS OF COPY OF PUBLIC RECORD

CITY OF MT. VERNON, INDIANA

**Pursuant to the Indiana Access to Public Records Act (Indiana Code 5-14-3),
I, _____ (name) would like to INSPECT and/or OBTAIN A
COPY OF (circle the applicable) the following public records:**

*****Please describe the records sought with enough detail for the agency to be able to respond.**

I UNDERSTAND THAT IF I SEEK A COPY OF THIS RECORD, THE CITY OF MOUNT VERNON WILL CHARGE .10 CENTS PER PAGE FOR STANDARD SIZED COPIES.

Date: _____

Name: _____

Contact Information (in case we need to reach you for further information):
